



Do Not Write in this Space

**Posted by  
Uxbridge  
Town Clerk**

Town of Uxbridge

MAY 29 '12 AM09:08

Meeting

Cancellation

Board or Commission Library Trustees, Personnel Committee  
Meeting Date May 31, 2012  
Place Uxbridge Library  
Authorized Signature Cathy Parker

Time 7:30pm

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- I. Call to Order  
Approval of Minutes from October 18, 2011
  
  - 2 Executive Session, (MGL c39, Section 23b) for the following purpose: To discuss strategy in preparation for negotiations with non-union personnel and To meet with the Director and Assistant Director separately for the purpose of handling the 2011 Annual Employee Performance Review
  
  3. Adjourn

**Meeting Postings:**

- \* Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays and legal holidays.
- \* "Emergency" is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- \* In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting.
- \* Notice must include date, time and place of meeting.
- \* Must include listing of topics the chair reasonably anticipates will be discussed at the meeting.
- \* Topics must give enough specificity so that the public will understand what will be discussed.
- \* Public Bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting.
- \* Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting.